

## ON-THE-SPOT (OTS) RECOGNITION

1. **BASIS.** Recognition of a significant deed or accomplishment performed with exceptional and unanticipated speed and quality under difficult or unusual circumstances.
2. **ELIGIBILITY.** Any Federal employee.
3. **RECOGNITION AMOUNT.** Awards will not be less than \$50 with maximum amount being \$500 per individual.
4. **PROCEDURES AND RESPONSIBILITIES.**

- a. Generally within 30 days after the accomplishment on which the nomination is based, the nominator will submit to the Federal Human Resources Branch (FHRB) an award nomination through the Workflow feature of the Corporate Human Resources Information System (CHRIS). For those organizations that do not yet have access to CHRIS Workflow, nominations are to be made by completing an SF-52, Request for Personnel Action. Each nomination, whether through Workflow or an SF-52, is to be in the following format and is to be cut and pasted into the "Comments/Justification" block in the Workflow Personnel Request screen or attached to the hard copy SF-52:

NOMINEE:

NOMINATOR:

AWARD TYPE: On-the-Spot

AWARD AMOUNT:

PERIOD COVERED BY THE AWARD:

PROGRAM AND LOCAL USE CODES:

JUSTIFICATION: The justification MUST state the basis of the award (i.e., the accomplishment, circumstances that warrant recognition, and the value or impact of the employee's contribution).

CERTIFICATE WORDING: (not applicable to OSTI nominations)

- b. In all cases the nominator will be the employee's supervisor (Branch Chief or above). If another supervisor at the Branch Chief level or above wishes to recommend an employee for an OTS, that supervisor will e-mail the complete award nomination information (described in "a" above) to the employee's supervisor.

WORKFLOW: The nominator will be the "1<sup>st</sup> Approver" in the Workflow "Approval Routing" screen.

SF-52: For organizations without access to CHRIS Workflow, the nominator will complete Blocks 1, 3, 4, and 5 of Part A and Block 1 of Part B.

- c. The approving/disapproving official will be the employee's Assistant Manager/Senior Staff member or above unless the latter is the Manager of the Office or Site Office. For OSTI the approving/disapproving official will be the Associate Director for Administration and Information Services (ADAIS).

WORKFLOW: The approving/disapproving official will be the "2nd Approver" in the Workflow "Approval Routing" screen.

SF-52: For organizations without access to CHRIS Workflow, the approving/disapproving official will complete Block 6 of Part A.

- d. After the nomination has been approved by the "Approving/Disapproving Official" either through Workflow or on the hard copy SF-52, the nomination will be routed to the Office Manager or OSTI Financial Manager, as applicable, who tracks the funding for the account from which the award is being paid.

WORKFLOW: The Office Manager or OSTI Financial Manager will verify funding and correct Program and Local Use Codes by approving the action in the "Administrative Officer Approver" block and forwarding the Workflow award nomination to the FHRB "SA Approver".

SF-52: The Office Manager will verify funding and correct Program and Local Use Codes by signing and dating Block A of Part C and forwarding the SF-52 to the FHRB.

- e. The FHRB will review the OTS nomination for regulatory compliance and process the action as appropriate. The employee copy of the appropriate paperwork will be provided to the Office Manager of the organization that is funding the award or for OSTI nominations to the Office of ADAIS.

The employee copy of the appropriate paperwork should be presented to the employee in the presence of an appropriate audience (i.e., coworkers in the immediate organization).